

*After you have your login information visit the Gateway at  
<https://gateway.ifionline.org/login.aspx>*

# Gateway User Guide



## Redevelopment Commissioners Report

## The Gateway Redevelopment Commissioners Report

Statute requires that by March 15 of each year, the redevelopment commissioners shall file with the unit's executive a report setting out their activities during the preceding calendar year. The report will be created by the redevelopment commission and submitted through Gateway as a PDF. Please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) with any questions.

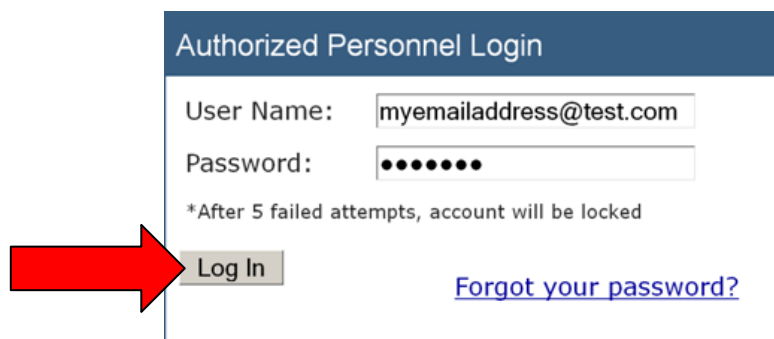
According to IC 36-7-14-13, this report must contain:

- the names of the then qualified and acting commissioners
- the names of the officers of that body
- the number of regular employees and their fixed salaries or compensation
- the amount of the expenditures made during the preceding year and their general purpose
- an accounting of the tax increment revenues expended by any entity receiving the tax increment revenues as a grant or loan from the commission
- the amount of funds on hand at the close of the calendar year
- other information necessary to disclose the activities of the commissioners and the results obtained
- the names of any commissioners appointed to or removed from office during the preceding calendar year

## Uploading the Report

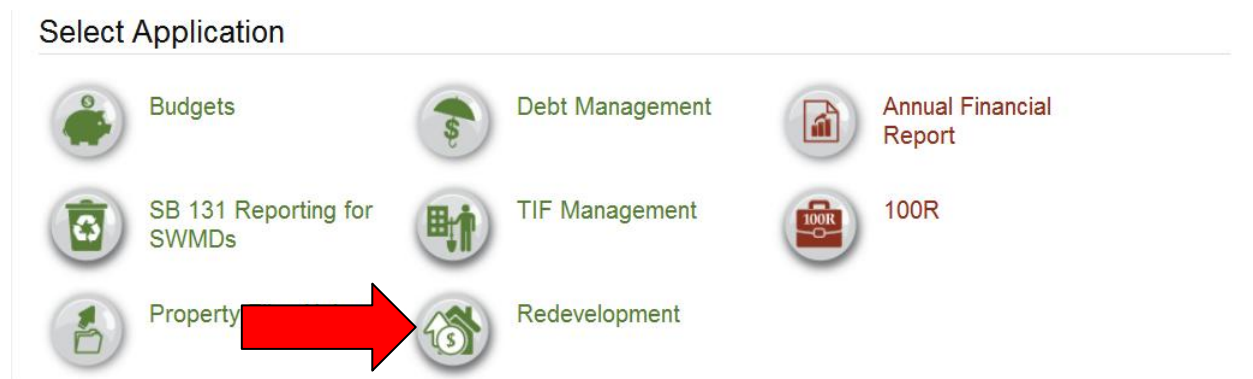
Officials will access this report using the same username and password used last year. Requests for new users and other account requests can be sent to [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

Once you have your login information, you are ready to begin. Please note your email address will typically act as your username. Gateway's Redevelopment Commissioners Report can be accessed by logging into Gateway at <https://gateway.ifionline.org/login.aspx>.



The image shows a login form titled "Authorized Personnel Login". It contains two input fields: "User Name:" with the text "myemailaddress@test.com" and "Password:" with masked characters (dots). Below the password field is a note: "\*After 5 failed attempts, account will be locked". At the bottom left is a "Log In" button, which is highlighted by a large red arrow. At the bottom right is a link that says "Forgot your password?".

To continue onto the report, select the Redevelopment Commissions section.



This will bring users to a page that requests redevelopment information. The screenshot below displays the fields contained in the Redevelopment Information section.

### Redevelopment Information

\* Fill in the following fields to upload a file.

Commission Name \*

County \*

Establishing Entity \*

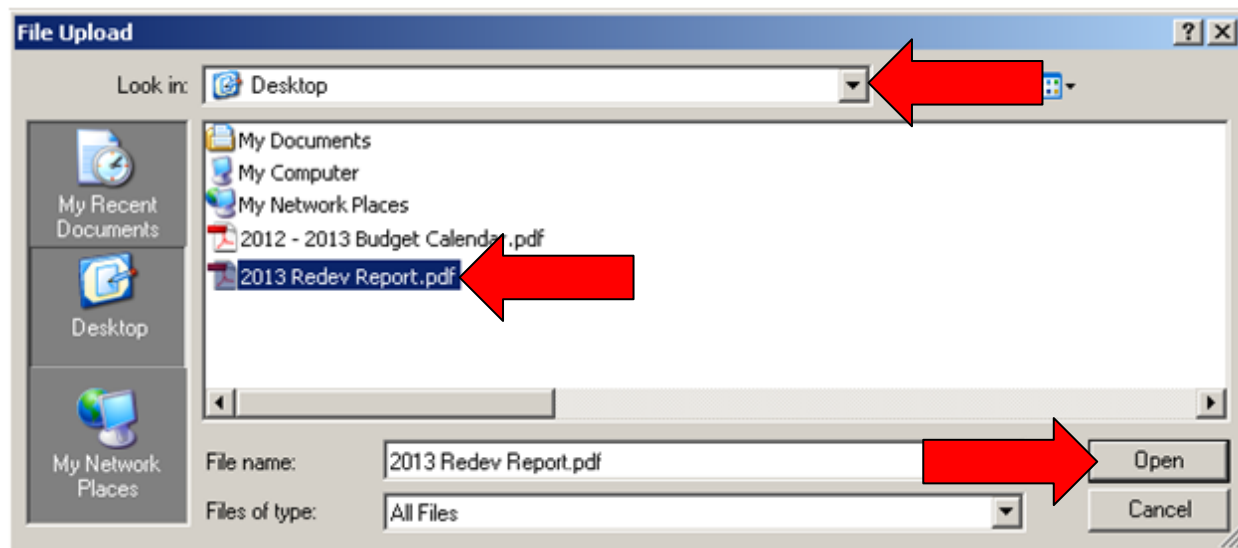
This section allows the Department to link your Gateway account to the appropriate redevelopment commission before you submit your report. Please enter the name of the redevelopment commission, and then select the county and establishing entity from the drop down menus.

Once information the Redevelopment Information section above is complete, you will see the report upload tool appear beneath it. Please be sure that you have your report saved onto your computer as a PDF. To begin the upload process, click "Browse" to locate the report.

### Upload

PDF upload

A window similar to the following should appear. You will first want to select the location the file was saved in, such as Desktop or My Documents. If it is not already displayed, you will want to select the location from the “Look in:” drop down menu at the top of the page. Once you have found the file you wish to upload, click on it once and then select the “Open” button on the bottom right-hand side of the window.



You will then see the file path appear next to the browse button. As long as text displays in the field to the left of the browse button, a file has been successfully selected. Now simply click the “Submit” button to finalize the submission of the report. If the report is comprised of multiple PDF’s, repeat the process until all necessary files have been uploaded.



Beneath the upload tool will be a list of the files that have been uploaded. The “Download” button can be used to review a file that has been uploaded. A file can easily be deleted by clicking the “Delete” link adjacent to the file name.



Congratulations! Once all necessary files have been uploaded the report is complete. If you have any questions, please email the Gateway inbox at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).